

**PROCEEDINGS OF THE BROWN COUNTY  
EDUCATION & RECREATION COMMITTEE**

Pursuant to Section 19.84 Wis. Stats., a regular meeting of the **Brown County Education & Recreation Committee** was held on Thursday, January 7, 2010, at the Central Library, 515 Pine Street, Green Bay, WI.

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**Present:** John VanderLeest--Chair, Jesse Brunette, Kathy Johnson, Adam Warpinski, Pat Wetzel.

**Excused:**

**Also Present:** Neil Anderson, Scott Anthes, Nate Curell, Bill Dowell, Doug Hartman, Tom Hinz, Matt Kriese, Jack Krueger, Lynn Stainbrook, Jayme Sellen, Gene Umberger, Terry Watermolen, and Other Interested Parties.

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**I. Call Meeting to Order:**

The meeting was called to order by Chair VanderLeest at 5:35 p.m.

**II. Approve/Modify Agenda:**

Motion made by Supervisor Warpinski and seconded by Supervisor Brunette to approve. **MOTION CARRIED UNANIMOUSLY.**

**III. Approve/Modify Minutes of December 3, 2009:**

Motion made by Supervisor Warpinski and seconded by Supervisor Wetzel to approve. **MOTION CARRIED UNANIMOUSLY.**

**1. Review Minutes of:**

- a. Library Board (11/19/09).

Motion made by Supervisor Warpinski and seconded by Supervisor Johnson to receive and place on file. **MOTION CARRIED UNANIMOUSLY.**

**NEW Zoo**

**2. Zoo Monthly Activity Report:**

- a. Visitor Center Operations Reports.
- i. Admissions Revenue Attendance.
  - ii. Gift Shop, Concessions, Admission & Zoo Pass Revenue.

Neil Anderson, NEW Zoo Director, distributed updated reports (copies attached).

Motion made by Supervisor Johnson and seconded by Supervisor Warpinski to receive and place on file. **MOTION CARRIED UNANIMOUSLY.**

**b. Curator's Report – Animal Collection Report December, 2009.**

Mr. Anderson stated that plans have begun on the new giant tortoise exhibit, and it is hoped that ground-breaking will be in the spring. He said there are

also plans to bring in another moose; and a dozen Bourke Parakeets are being donated for the future walk-through Australian aviary exhibit.

**Motion made by Supervisor Johnson and seconded by Supervisor Wetzel to receive and place on file. MOTION CARRIED UNANIMOUSLY.**

**c. Education & Volunteer Programs Report November, 2009.**

Mr. Anderson said work is underway on a new handbook; and a new system for volunteers to check the schedule and sign up on-line has been working well. He added that a number of volunteer orientations are planned for the winter.

**Motion made by Supervisor Johnson and seconded by Supervisor Brunette to receive and place on file. MOTION CARRIED UNANIMOUSLY.**

(Items No. 3 and No. 4 taken together.)

3. **Budget Adjustment Request (#09-128): Increase in expenses with offsetting increase in revenue (see attached for details):**

4. **Budget Adjustment Request (#09-129): Increase in expenses with offsetting increase in revenue (see attached for details):**

**Motion made by Supervisor Johnson and seconded by Supervisor Warpinski to suspend the rules and take Items No. 3 and No. 4 together. MOTION CARRIED UNANIMOUSLY.**

**Motion made by Supervisor Warpinski and seconded by Supervisor Johnson to approve Items No. 3 and No. 4. MOTION CARRIED UNANIMOUSLY.**

**5. Director's Report:**

Mr. Anderson noted that work is continuing on the architectural plans for the new education building; and on Monday there is a meeting with the architect, who will also be involved with the tortoise exhibit. He reported that beginning in mid-January renovation will begin in the old concession area to convert that area into a gift shop, hopefully to open in the spring; and he opined that everything is going great in the new Mayan with visitors and with staff.

Mr. Anderson estimated revenue as being over by about \$100,000 for 2009 with over 270,000 people in attendance. He added that the debt was re-paid to the General Fund.

**Motion made by Supervisor Johnson and seconded by Supervisor Wetzel to receive and place on file. MOTION CARRIED UNANIMOUSLY.**

**Museum**

**6. Budget Status Financial Report for November 30, 2009:**

**Motion made by Supervisor Warpinski and seconded by Supervisor Johnson**

to approve. **MOTION CARRIED UNANIMOUSLY.**

**7. Attendance & Admission, November 2009:**

**Motion made by Supervisor Johnson and seconded by Supervisor Wetzel to receive and place on file. MOTION CARRIED UNANIMOUSLY.**

**8. Director's report:**

Gene Umberger, Museum Director, distributed and reviewed handouts (copies attached) and an activity guide from the Smithsonian (copy filed at the County Clerk's office).

Supervisor Johnson referred to a comment she made that was reported in a recent article in the Green Bay Press Gazette about volunteerism at the Museum and that people needed to step up to the plate and do more in the community. She said some people had misread that comment as a negative. She said she felt it was important to bring this up to this Committee, because in no way, shape, or form was this ever intended as a negative toward the Museum. She said the purpose was to heighten awareness and bring everyone's attention to our jewel—the Museum downtown; she added that people need to be made aware of the fact that volunteers can help there.

**Motion made by Supervisor Wetzel and seconded by Supervisor Johnson to receive and place on file. MOTION CARRIED UNANIMOUSLY.**

**Golf Course**

**9. Budget Status Financial Report for November 30, 2009:**

Scott Anthes, Golf Course Superintendent, estimated that the 2009 revenue was down by about \$12,000; and operations costs should offset this. He said Safari Steakhouse was about \$3,000 over 2008; and Jimmy O's was about the same.

**Motion made by Supervisor Johnson and seconded by Supervisor Warpinski to receive and place on file. MOTION CARRIED UNANIMOUSLY.**

**10. Golf Course Financial Statistics as of December 20, 2009:**

**Motion made by Supervisor Warpinski and seconded by Supervisor Johnson to receive and place on file. MOTION CARRIED UNANIMOUSLY.**

**11. Superintendent's Report:**

Mr. Anthes reported that the ski trails are open and are being maintained by the Parks Department. He said those hosting outings in 2009 have committed to outings in 2010 plus possibly an additional three more outings to be scheduled so far; and one more 9-hole league has been added. He stated that although the golf course is closed and the Pro Shop is closed until March, Safari Steakhouse remains open.

Mr. Anthes reported that workers are continuing to update the safety program, and MSDS work sheets have been completed. He said a new fireproof storage unit was purchased for gas cans, paint cans, etc.

**Motion made by Supervisor Johnson and seconded by Supervisor Wetzel to receive and place on file. MOTION CARRIED UNANIMOUSLY.**

**Parks**

- 12. Budget Adjustment Request (#09-141): Increase in expenses with offsetting increase in revenue (see attached for details):**

**Motion made by Supervisor Johnson and seconded by Supervisor Warpinski to approve. MOTION CARRIED UNANIMOUSLY.**

- 13. Budget Status Financial Report for October, 2009:**

Bill Dowell, Facility Management Director, said the department continues to remain on track and anticipates coming in under budget.

**Motion made by Supervisor Johnson and seconded by Supervisor Warpinski to receive and place on file. MOTION CARRIED UNANIMOUSLY.**

- 14. Director's Report for November, 2009:**

Matt Kriese, Park Manager, indicated that Barkhausen has started the youth programs this week; and the roof project at Barkhausen is expected to be completed by early next week. He said snowmobile trails are open.

Doug Hartman, Assistant Park Director, informed the Committee that Park Managers Marvin Hanson and Jon Rickaby are preparing for the weather tomorrow; and Park Manager Rick Ledvina is at a wake service tonight for the sister of his employee Dan Gillis. Chair VanderLeest expressed condolences from the Committee.

Mr. Hartman reported that ski trails and snowmobile trails just opened countywide today.

Mr. Dowell distributed and reviewed handouts (copies attached). During the discussion concerning the Arena Complex, Supervisor Johnson reported that she had met with Dick Resch recently. She said he expressed concern regarding the condition of the facility that is named after him; in particular she mentioned the flooring in the building. Supervisor Johnson pointed out that if Brown County wants donations from the community for future projects, then Brown County, as responsible owners, should be performing some of the minor repairs.

Supervisor VanderLeest said the Committee's plan is to be more proactive in this area. He asked Mr. Dowell to review the list of capital projects to identify Brown County's and PMI's responsibilities. Supervisor Johnson opined that the partnership between PMI and Brown County has been good. She stated that she brought this up because Mr. Resch is a huge contributor to the County; and Brown County needs to be sensitive to some of the concerns he expressed.

Tom Hinz, County Executive, added that he had spoken to Dick Resch, and Mr. Resch knows that Brown County is working on this.

Nate Curell, Facility Management Engineer, reported on the safety issues at the Library that were previously discussed. Mr. Curell presented three options concerning the main circuit breaker:

- (1) Replace with a refurbished, duplicate breaker. This is a band-aid that gives the Library basically what it currently has and costs about \$15,000;
- (2) Replace with a new breaker, which would cost approximately \$30,000. This would require a professional to reconfigure this and 20 hours of downtime; or
- (3) Replace the entire gear at a cost of approximately \$50,000.

Mr. Curell stated that the RFP for the pre-design for the larger Library renovation project is due at the end of January. He suggested waiting for that information before making the decision; because work done right away might need to be replaced during the renovation. Mr. Dowell agreed with this suggestion.

When Mr. Curell opined that this is not a safety issue, Supervisor VanderLeest asked about the other safety issues (emergency and exit lighting). Mr. Curell estimated that additional emergency lighting could be added for less than \$5,000; and exit lighting would be a simple fix.

Supervisor VanderLeest said he thinks it is important to maintain the highest safety standards possible. He continued by stating that he had been told by Green Bay inspectors that the Library was not where it needed to be and would have been cited or fined if it were not a government entity.

**Motion made by Supervisor Johnson and seconded by Supervisor Wetzel to receive and place on file. MOTION CARRIED UNANIMOUSLY.**

**Resch Centre/Arena/Shopko Hall**

- 15. November-09 Attendance for the Brown County Veterans Memorial Complex:**

**Motion made by Supervisor Johnson and seconded by Supervisor Wetzel to receive and place on file. MOTION CARRIED UNANIMOUSLY.**

**Library**

- 16. Budget Status Financial Report for November 30, 2009:**

**Motion made by Supervisor Johnson and seconded by Supervisor Wetzel to receive and place on file. MOTION CARRIED UNANIMOUSLY.**

(Item No. 17 moved to the end of the meeting.)

- 17. Library Engineering Assessment (Tour of facility will be held at this time.):**

Lynn Stainbrook, Library Director, distributed the Boldt Technical Services recommendations. She said the Library endorses Nate Curell's recommendation concerning the main circuit breaker. Ms. Stainbrook offered to show the main circuit breaker, the skylights and windows on the second floor, and the air handlers for the Library during the tour and offered to show any other areas the Committee members would like to see.

**Motion made by Supervisor Johnson and seconded by Supervisor Wetzel to receive and place on file. MOTION CARRIED UNANIMOUSLY.**

(Meeting was adjourned at the point, and the tour began.)

**18. Director's Report:**

Ms. Stainbrook distributed and reviewed the attached Library Report. She said information is still being gathered, but it appears that computer usage and program attendance all seem to be exceeding last year's numbers.

Ms. Stainbrook thanked Supervisor Brunette for volunteering with his son to decorate the Southwest Branch for the holidays.

Ms. Stainbrook reported that the Request for Proposal for architectural services was released in December. The first of two non-mandatory walk-throughs was held yesterday, and sixteen architectural firms attended. She said she hopes that this is a good sign and that there is a lot of interest. She said there is another opportunity for the same walk-through on Monday.

She stated that the Library is continuing to work with the DePere SEEDS group for solar panels for the Kress Branch; and there is another meeting scheduled for tomorrow.

**Motion made by Supervisor Johnson and seconded by Supervisor Wetzel to receive and place on file. MOTION CARRIED UNANIMOUSLY.**

**Other**

**19. Audit of bills:**

**Motion made by Supervisor Johnson and seconded by Supervisor Wetzel to pay the bills. MOTION CARRIED UNANIMOUSLY.**

**20. Such Other Matters as Authorized by Law:**

Next meeting at the Resch Center on February 4, 2010.

(Item No. 17 taken at this time.)

**Motion made by Supervisor Johnson and seconded by Supervisor Brunette to adjourn at 6:23 p.m. MOTION CARRIED UNANIMOUSLY.**

Respectfully submitted,

Lisa M. Alexander  
Recording Secretary

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**NEW ZOO  
GIFT SHOP, CONCESSIONS  
ZOO PASS REVENUE**

**2009 REPORT  
2007, 2008, 2009**

GIFT SHOP MONTH					2007	2008	2009
	2007	2008	2009	(-)/(+)	PER CAP	PER CAP	PER CAP
January	\$ 1,057.28	\$ 595.37	\$ 830.17	\$ 234.80	\$ 0.95	\$ 0.95	\$1.03
February	\$ 360.74	\$ 729.81	\$ 2,830.32	\$ 2,100.51	\$ 0.85	\$ 1.60	\$1.12
March	\$ 9,630.08	\$ 5,757.22	\$ 5,913.59	\$ 156.37	\$ 1.07	\$ 0.98	\$0.87
April	\$ 18,055.50	\$ 11,995.58	\$ 15,107.46	\$ 3,111.88	\$ 0.87	\$ 0.94	\$0.67
May	\$ 37,708.56	\$ 38,492.16	\$ 36,771.02	(\$1,721.14)	\$ 0.99	\$ 1.02	\$0.87
June	\$47,175.63	\$41,888.73	\$44,494.48	\$ 2,605.75	\$ 1.03	\$ 0.86	\$0.83
July	\$ 43,480.04	\$ 49,126.63	\$ 49,436.74	\$ 310.11	\$ 1.05	\$ 1.00	\$0.89
August	\$ 37,338.16	\$ 47,225.06	\$ 41,274.65	\$ (5,950.41)	\$ 0.97	\$ 0.99	\$0.98
September	\$ 16,935.84	\$ 13,785.69	\$ 16,858.13	\$ 3,072.44	\$ 0.79	\$ 0.81	\$0.78
October	\$ 10,812.31	\$ 10,721.05	\$ 13,326.57	\$ 2,605.52	\$ 0.36	\$ 0.45	\$0.94
November	\$ 1,705.64	\$ 2,416.52	\$ 4,147.86	\$ 1,731.34	\$ 0.67	\$ 0.75	\$0.69
December	\$2,615.02	\$1,650.35	\$1,708.66	\$ 58.31	\$ 1.24	\$ 1.08	\$1.32
<b>TOTAL</b>	<b>\$ 226,874.80</b>	<b>\$ 224,384.17</b>	<b>\$ 232,699.65</b>	<b>\$ 8,315.48</b>	<b>\$ 0.90</b>	<b>\$ 0.95</b>	<b>\$ 0.92</b>

CONCESSIONS MONTH					2007	2008	2009
	2007	2008	2009	(-)/(+)	PER CAP	PER CAP	PER CAP
January	\$ 729.43	\$ 504.56	\$ 589.33	\$ 84.77	0.65	0.81	0.73
February	\$ 238.15	\$ 519.75	\$ 1,773.79	\$ 1,254.04	0.56	1.14	0.70
March	\$ 5,530.11	\$ 3,085.18	\$ 4,509.88	\$ 1,424.70	0.62	0.52	0.66
April	\$ 14,162.21	\$ 9,874.56	\$ 13,320.22	\$ 3,445.66	0.68	0.77	0.59
May	\$ 24,217.84	\$ 26,304.66	\$ 32,991.35	\$ 6,686.69	0.64	0.69	0.78
June	\$35,845.68	\$39,309.12	\$38,201.67	(1,107.43)	0.78	0.80	0.71
July	\$ 34,655.67	\$ 35,774.78	\$ 44,643.82	\$ 8,869.04	0.84	0.73	0.79
August	\$ 31,121.00	\$ 38,943.79	\$ 41,662.95	\$ 2,719.16	0.81	0.82	0.99
September	\$ 16,668.64	\$ 12,100.87	\$ 16,925.85	\$ 4,824.98	0.77	0.71	0.78
October	\$ 18,351.34	\$ 17,378.85	\$ 12,192.65	\$ 5,186.20	0.62	0.73	0.86
November	\$ 1,345.04	\$ 1,842.95	\$ 4,135.12	\$ 2,292.17	0.53	0.57	0.69
December	\$ 1,189.93	\$ 1,730.81	\$ 1,960.99	\$ 230.18	0.56	1.13	1.52
<b>TOTAL</b>	<b>\$ 184,055.04</b>	<b>\$ 187,369.88</b>	<b>\$ 212,907.62</b>	<b>\$ 35,910.16</b>	<b>\$ 0.67</b>	<b>\$ 0.79</b>	<b>\$ 0.82</b>

ZOO PASS MONTH					TOTAL	NEW	RENEWAL
	2007	2008	2009	(-)/(+)			
January	\$ 2,209.00	\$1,389.00	\$ 1,827.00	\$ 438.00	33	5	28
February	\$ 976.00	\$ 1,353.00	\$ 3,977.00	\$ 2,624.00	70	41	29
March	\$ 8,668.00	\$ 8,216.00	\$ 12,073.00	\$ 3,857.00	208	108	100
April	\$ 13,989.00	\$ 21,320.00	\$ 20,447.00	\$ (873.00)	375	231	144
May	\$ 17,902.00	\$ 23,609.00	\$ 32,600.00	\$ 8,991.00	565	264	301
June	\$16,416.00	\$18,958.00	\$23,237.00	\$ 4,279.00	405	175	230
July	\$ 14,641.00	\$ 18,800.00	\$ 20,025.00	\$ 1,225.00	358	154	204
August	\$ 7,013.00	\$ 11,732.00	\$ 12,308.00	\$ 576.00	223	75	148
September	\$ 4,209.00	\$ 6,444.00	\$ 7,278.00	\$ 834.00	136		
October	\$ 2,641.00	\$ 5,022.00	\$ 2,739.00	\$ (2,283.00)	53		
November	\$ 2,034.00	\$ 2,855.00	\$ 3,944.00	\$ 1,089.00	74		
December	\$ 4,568.00	\$ 5,115.00					
<b>TOTAL</b>	<b>\$ 95,266.00</b>	<b>\$ 124,813.00</b>	<b>\$ 140,455.00</b>	<b>\$ 20,757.00</b>	<b>2500</b>	<b>1053</b>	<b>1184</b>

# Gift Shop, Concessions and Admissions Revenue

December 2009.xls

Weekday	Date	Gift Shop	Concessions	Admissions	Vending	Zoo Pass	Al Adopt/zoo	Donation	Misc	Special Event	Attend.	Temp/W
Tuesday	1	50.52	12.73	101.00	16.11	172.00	-	-	3.79	-	35	44 2,1
Wednesday	2	40.14	16.25	-	9.48	376.00	50.00	-	-	-	26	40 2
Thursday	3	109.25	19.91	30.00	8.53	275.00	50.00	-	-	-	10	29 2,4
Friday	4	6.99	15.91	-	24.64	59.00	-	-	-	-	2	23 2,4
Saturday	5	41.96	30.70	72.00	8.53	108.00	-	-	-	-	25	28 2
Sunday	6	36.03	42.86	137.00	12.32	236.00	-	10.00	-	-	48	32 2,1
Monday	7	20.98	10.85	-	398.81	1,138.00	40.00	-	-	-	6	30 2,1
Tuesday	8	-	3.36	-	15.17	113.00	-	-	-	-	0	28 4
Wednesday	9	-	-	-	-	177.00	50.00	-	-	-	0	4(blizzard)
Thursday	10	11.18	12.29	-	4.74	575.00	175.00	-	-	-	0	8 2,1
Friday	11	9.75	3.37	140.00	26.07	604.00	50.00	-	-	-	0	-4, 1
Saturday	12	25.14	19.30	155.00	12.32	-	25.00	-	-	-	53	24, 1
Sunday	13	11.18	29.27	10.00	6.64	177.00	-	-	-	-	12	30, 1
Monday	14	50.95	26.21	-	2.84	462.00	200.00	1,025.00	-	-	0	25 2,4
Tuesday	15	23.19	10.66	-	12.32	231.00	58.00	-	-	-	0	9 1
Wednesday	16	61.81	17.24	10.00	1.90	796.00	-	25.00	-	-	4	10 2
Thursday	17	19.17	45.24	40.00	3.79	224.00	50.00	207.00	-	-	2	24 2,4
Friday	18	90.07	227.48	637.00	68.25	300.00	304.00	25.00	-	-	219	27 1
Saturday	19	447.74	970.63	1,185.00	76.78	503.00	50.00	-	-	-	487	32 2,4
Sunday	20	86.10	37.53	62.00	2.84	-	25.00	-	-	124.24	31	21 2
Monday	21	88.64	26.04	35.00	9.48	280.00	-	-	-	-	8	25 2,4
Tuesday	22	230.09	24.04	-	7.58	565.00	-	150.00	-	-	18	27 2
Wednesday	23	68.52	24.59	71.00	104.36	319.00	-	-	-	-	37	29 2
Thursday	24	1.99	8.54	25.00	1.90	113.00	100.00	-	-	-	5	34 2,4
Friday	25	-	17.15	10.00	31.28	-	-	-	-	-	6	38 4,3
Saturday	26	20.98	57.58	123.00	4.74	-	-	-	-	-	37	21 4
Sunday	27	-	60.98	89.00	9.48	121.00	-	1,000.00	-	-	35	21 2
Monday	28	36.85	60.68	146.00	30.33	59.00	-	17.00	-	-	44	23 4,1
Tuesday	29	39.32	27.67	186.00	18.96	177.00	-	300.00	-	-	55	15 1
Wednesday	30	21.97	57.68	76.00	8.06	-	-	-	-	-	51	25 2,4
Thursday	31	58.15	44.25	109.00	21.80	-	-	100.00	-	-	36	16 2,4
Total		\$ 1,708.66	\$ 1,960.99	\$ 3,449.00	\$ 960.05	\$ 8,160.00	\$ 1,227.00	\$ 2,859.00	\$ 3.79	\$ 124.24	1,292	

Weather Key 1 = Sunny 2 = Overcast 3 = Rain 4 = Snow

Total Attendance

1292

2

**Education & Recreation Meeting**  
**1/7/10**

**Museum Report**

**Exhibits**

- *Earth from Space* opens (Jan. 9-Mar 7) —shows how satellite imagery is gathered and used to understand life on earth. 40 large-scale satellite images (massive hurricane, channels entering Arctic ocean, etc.). Includes Magic Planet digital video globe—animations allow visitors to observe global extent of images returned from orbiting satellites.
  - Smithsonian SITES grant received to fund cost of a limited number of school buses to bring students to exhibit, plus admission costs for up to 80 people per school group
- *Whatever Happened to . . . Operation Area Arts* (Jan. 30-Apr. 5)
- *Holiday Memories: Prange's Christmas Windows* closes on Jan. 17. "Children Only Shop"

**Programs** (in addition to ongoing series, such as Natural History Lecture Series, International Film Series, Geology Club and Astronomical Society programs, etc.)

- 3<sup>rd</sup> and 4<sup>th</sup> Neville Dinner Programs of the season, "A Traditional English Christmas" [Madrigal Singers] Dec. 1 and 15.
- *Earth from Space* exhibit programs
  - "The View from Orbit and Beyond: Astronaut Images and Experiences of Earth" by Paul Fjeld (Jan. 27, 6:30pm)
  - "Explorer Saturday: Earth from Space"; co-hosted by Boys and Girls Club of Green Bay (Jan. 30, 11am-3pm)
- *Studio 210: Working Regional Artists*. Two new artists (Natalie Vann and Betsy Popp) who will be in Studio 210 for Jan through April.

**Neville Public Museum Foundation Report**

**Membership/Fundraising**

- New membership brochure--new membership benefits started Jan. 1

**Board**

- Four new board members added: Jerry Mader, Jim Rivett, Brendan Bruss, and Crystal Holtz

***Holiday Memories: Prange's Christmas Windows* exhibit**

- Children Only Shop a huge success! It has been a learning curve and numerous adjustments will be made this coming Nov./Dec. to have the operation move as smoothly and efficiently as possible.

**Gift Shop**

- Two part-time people rotating weekends

# Arena Complex 10-Year Capital Plan 2010 Budget

01/07/2010

CAPITAL PROJECTS		2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016
NO	Bldg Item	Actual	Actual	Actual	Budget	Budget	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast
1	A Lighting (General Repairs)											
2	S Drainage Problems											
3	A Misc Plumbing Repairs											
4	A Patch Exterior Door Problems											
5	S Stucco Panel Repairs	10271										
6	A Lighting (Replace with efficient fix)											
7	S Lighting											
8	S Fix Drainage Problems			4350	34000							170924
9	S Roofing and Insulation											84392
10	A Replace Doors and Frames											
11	S Misc HVAC Repairs		7163	18555	53325				35000	35000		
12	A Retube Boilers/Water Softener	17173										
13	A Install Water Softener	0										
14	R Riggering Net					24000	50000	76000				
15	R Bleacher Track/Motor											
16	R Dashers											
17	A Electrical Study	4825										
18	A Electrical											
19	A Ammonia Relief Valve	71	22000								63339	
20	A Ammonia Compressor Overhaul		44347									
21	A Ammonia System Control Upgrade					13000						
22	A Ice Harvester Compressor											
23	A Arena Roof	5286	811714		13000		33474					
24	H Roof Repair											
25	HS Roof Studies	7513										
26	HS Roof Specifications	3960										
27	S Shopko Hall Roofs	5850										
28	H HOF Roofs	47590	4021		0		10000	318800				
29	S Emergency Heater Replacement		63950	43390					102940	100989		
30	A Emergency Electrical Repair	13635										
31	A Emergency RTU	38850										
32	R Emergency MegaVision Repair	12369										
33	H HOF Coil Replacement	48860	1610									
34	R Air Handling Motor	10020	5860									
35	A Ammonia Condenser		20575									
36	R Hot Water Boiler		15000									
37	R Construct Environmental Wall				32725							
38	R Ice Cover			115000								
39	ALL HOK Study											
40	A Snow Protection				5000	18500						
41	R Double Doors South East					7500						
42	R Replace Compressor Room Wiring					5000						
43	R R-22 to R90 Study											
44	ALL Repair Brick Walkways					10000						
45	S Replace Shopko Lobby OS Doors					37000						
46	ALL Misc/Adjust				4363							
	Total	228273	14520 1010760	181295 138271	142413 155868	115000	93474	394800	35000	137940	164328	255315
	End of Year Fund Balance	969,482	153,236			200,858	267,384	32,584	157,584	179,643	175,315	0

14

# Arena Complex Capital Plan

## PMI Submissions for Capital

**Jan-10**

01/06/2010

### CAPITAL PROJECTS

Priority	Capital	Maintenance	Bldg	Item	Estimate
		X	R	Add one set of double doors outside South East peak of Resch Center	\$7,500
		X	R	Replace wire in compressor room to match fuse size.	\$5,000
	X	X	R	Convert compressor room from R-22 refrigerant to new product ( R-90 )	Study
		X	R	Replace flooring on 1st and 2nd floors in Resch	\$150,000
		X	R	Replace access netting for rigging locations	\$122,987
	X		R	Suite updates and 3rd level corridors ( Paint, carpet, fixtures )	\$75,000
	X		R	Update Resch scoreboard to digital	\$900,000
		X	R	Replace all Biomatic tubes in four bowl units	\$50,000
		X	R	Repair / replace all concrete exiting Resch	\$7,500
	X		R	Add a roof top air conditioner for Gamblers office	\$10,000
		X	R	Replace lighting in Resch Center stairwells	\$125,000
		X	R	Fix all lights around Resch Center flag poles	\$5,000
	X		R	Add restroom to Resch Connector	\$8,000
		X	R	Replace sound baffles	\$45,000
	X		R	Add LED lights in Resch Bowl	
	X		R	Build office above connector	
	X		R	Replace all hockey glass & hockey uprights	\$64,484
	X		R	Resch logo mat in front entrance of Resch	\$9,500
		X	R	Replace ice floor tubs	
		X	R	Build 4 ramps to ice floor	\$7,000
		X	R	Scoreboard controls (up & down) on 1st floor NE corner	
	X	X	R	Purchase riser tracks and motors & replace damaged parts	
		X	R	Replace all tan mop boards with black	
		X	R	If Blizzard motors are moved, move 4 north end motors	
	X	X	R	upgrade sound system	
			R	Replace sound baffles	
			R	Window/Building Cleaning	
		X	C	Repair all brick walkways surrounding the Complex	\$10,000
	X		C	Replace old forklifts with new	\$70,000
		X	C	Raise and level storm drains in parking lots	
		X	C	Seal blacktop through out complex	
	X		C	Build storage for gas equipment	
	X		C	Replace blue storage lockers with pole structure	
	X	X	C	Purchase (3) 8 horsepower snowblowers	
	X		C	Purchase small risers for concerts, meetings and party pit	\$15,000
	X		C	Upgrade TVs in Complex	\$50,000
		X	S	Replace Shopko Lobby Outside Doors	\$37,000
		X	S	Replace Shopko Roof	\$318,800
		X	S	Shopko Hall Roofs	\$31,880
	X		S	Lighting	\$209,288
	X		S	Add Three phase panel to North East Shopko Hall Outside With plugs	\$5,000
	X		S, A	Add a location for compactor near Shopko Hall & BCA	\$15,000
		X	S, A	New cords for power panels	
	X		S, R	Add concrete between Resch and Shopko with Roof over top for storage	\$20,000
		X	A	Replace awning in front of PMI offices	\$11,000
		X	A	Update power panel for BCA	
	X		A	Replace Lobby Doors Outside Of Arena	\$68,000
	X		A	Replace urinals in BCA	\$57,000
		X	A	Convert BCA dashers & ice decking to allow for ice to remain in	\$25,000
		X	A	Replace Doors & Frames	\$70,000
		X	A	Electrical	\$63,339
		X	A	Ammonia System Control Upgrade	\$13,000
		X	A	Ice Harvester Compressor	\$33,474
		X	H	Hall of Fame Roofs	\$203,929

A= Arena

S= Shopko

C=Complex

R=Resch Center

# Facility and Park Management - Major Projects 2009

01/07/2010

Major Projects	Budget	Account	Proj Mgr	Schedule	Status
<b>Arena Complex</b>					
1 Arena Door Replacement	\$ 35,000	Arena Renovation Fund	Oudeans	TBD	Rescheduled and budget allocated to Snow Protection / TBD Shopko
2 Hall of Fame Roofs	\$ 10,000	Arena Renovation Fund	Oudeans	2010	Hall Doors
3 Shopko Hall Drainage	\$ 48,500	Arena Renovation Fund	Curell	4th Qtr 2009	Rescheduled for 2010 (PMI Repairs 2009)
4 Construct Environmental Walls	\$ 33,000	Arena Renovation Fund	Curell	1st Qtr 2009	Electrical Boxes Repaired
5 Arena Roof Snow Protection System	\$ 18,500	Arena Renovation Fund	Oudeans	1st Qtr 2010	Complete
Total Arena Projects	\$ 126,500				Zeise Construction, Steel on order
<b>Facility Management</b>					
1 Communications Center	\$ 30,100	2008 Capital Bond	Oudeans	2nd Qtr 2009	Project Complete, Move in June 2009
Com Ctr Design	\$ 179,763	2008 Capital Bond	Oudeans	2nd Qtr 2009	Complete
Com Ctr Com Agent	\$ 14,200	2008 Capital Bond	Oudeans	2nd Qtr 2009	Complete
CMAR GMP	\$ 3,759,379	2008 Capital Bond	Oudeans	2nd Qtr 2009	Complete
IS Construction (in GMP)	\$ 194,205	IS Fiber Bond	Raye	2nd Qtr 2009	Complete
FFE/Moves	\$ 1,056,718	2008 Capital Bond	Nickle	2nd Qtr 2009	Complete
Owner/LEED	\$ 199,715	2008 Capital Bond	Oudeans	2010	LEED Certification in work
EOC Electrical	\$ 30,100	2009 Carry Over		2nd Qtr 2009	Complete
Total Project	\$ 5,209,775			2nd Qtr 2009	Construction Complete
2 Courthouse Dome Repair	\$ 186,250	2008 Capital Bond	Oudeans	4th Qtr	Project Completed Oct 2009
3 County Clerk Office Remodeling	\$ 28,000	2007 Outlay Carryover	Oudeans	2010	Planning, Rescheduled for 2010
4 Courthouse Hearing Rooms	\$ 372,000.00	2009 Capital Bond	Oudeans	2nd Qtr 2010	Architect RFP's received 12/14/09; Architect selection by 01/15/10
5 Clerk of Courts Renovation	\$ 137,000.00	2009 Capital Bond	Oudeans	2nd Qtr 2010	Architect RFP's received 12/14/09; Architect selection by 01/15/10
6 Aging and Disability Parking Lot Project	\$ 82,380	ADRG Account	Oudeans	2nd Qtr 2009	Project Completed June 2009
7 BC CTC Building	\$ 20,930,000	2008 Capital Bond	Curell	1st Qtr 2010	Complete, addressing final building project issues
New HS Bldg - Design	\$ 1,089,693	2007 Capital Bond	Curell	4th Qtr 2009	Complete, awaiting final billing
New HS Bldg - Construction	\$ 69,040.00	2007 Capital Bond	Curell	3rd Qtr 2010	75% Complete
New HS Bldg - Construction	\$ 18,674,079	2007 Capital Bond	Curell	1st Qtr 2010	Complete, addressing final building issues
New HS Bldg - FFE	\$ 596,527	2008 Capital Bond	Curell	1st Qtr 2010	Addressing remaining FF&E issues
NEW HS Bldg - Owner/LEED	\$ 500,661	2008 Capital Bond	Curell	3rd Qtr 2010	Awaiting USGBC on Construction submission
Total Project	\$ 20,930,000			1st Qtr 2010	Occupied Oct 2009, addressing final building project issues
8 Library Upgrade PreDesign/Repairs	\$ 150,000	2009 Capital Bond	Curell	2nd Qtr 2010	Assessment Complete; Safety issues in work; RFP for predesign issued, 1st walk thru - Jan 6, 2nd walk thru - Jan 11
9 Jail Pod Study/PreDesign	\$ 25,000	2009 Operations	Curell	3rd Qtr 2009	Complete
10 Two A/C Condensers for WRC	\$ 25,000	2009 Capital Outlay	Curell/Danielski	3rd Qtr 2009	Complete, Condensers Installed July 2009
11 Water Heater for WRC	\$ 6,500	2009 Capital Outlay	Curell/Danielski	4th Qtr 2009	Project Complete, Installed Oct 2009
12 Shelter Care Roof Replacement	\$ 35,000	2009 Capital Outlay	Machnik/Rowe	1st Qtr 2010	Complete
13 Northern Bldg Chiller Compressors	\$ 16,234	2009 Carry Over	Machnik/Danielski	3rd Qtr 2009	Complete, Compressors Installed Jul 2009
14 CHS Cameras (NB 8, Sophie 9)	\$ 20,000	2009 Carry Over	Laurant	1st Qtr 2010	Cabling and Camera Contracts to be awarded Jan 2010
15 Jail: Parking Lot Drain Repairs	\$ 6,000	2008 Capital Outlay	Machnik/Rowe	2010	Rescheduled for 2010
16 Walk Behind Carpet Extractor	\$ 11,000	2009 Capital Outlay	Machnik/Laurant	2nd Qtr 2009	Received
17 Courthouse Square Furniture	\$ 10,000	2009 Capital Outlay	Machnik/Laurant	NA	Requirements not identified in 2009
18 Ice/Water Machine for Northern Bldg	\$ 5,900	2009 Capital Outlay	Danielski	3rd Qtr 2009	Complete, Equipment Installed July 2009
19 Server Room Gaseous Fire Suppression System	\$ 37,750	2009 Carry Over	Machnik/Danielski	2nd Qtr 2009	Complete, System Installed Apr 2009
Total FM Projects	\$ 27,293,789				

# Facility and Park Management - Major Projects 2009

01/07/2010

Parks Management							
1	Wrightstown Parking Lot Expansion - Feasibility and Design	\$ 20,000	2009 CO Boat Landing Outlay	Hanson/Hartman	2009	Feasibility Study Completed	
2	Install Fairgrounds Restroom Partitions	\$ 18,500	2009 Park Operations	Hanson	1st Qtr 2009	Complete	
3	Playground Development/Renovation Initiative	\$ 125,000	2010 Park Trust Spec Rev	Hartman	2010	Held Over to 2010	
4	Suamico River Bridge	\$ 115,600	2007 DNR Grant	Hartman	2010	Held Over to 2010	
5	Wrightstown Boat Launch Dredging	\$ 40,000	2009 CO Boat Landing Outlay	Hartman	2010	No Bidders - will need to rework project	
6	Bay Shore Launch Master Plan	\$ 20,000	2009 Boat Launch Spec Rev	Hartman	2010	Held Over to 2010	
7	Dog Park Development	\$ 10,000	2009 CO Operations	Hartman	2009	Project Cancelled per County Board	
8	Way-Morr Parking Lot Renovation	\$ 100,000	2008 Capital Bonding	Hartman	2nd Qtr 2010	Reconstruction and base coat asphalt complete - final asphalt spring 2010	
9	Tractor Mower	\$ 50,000	2009 Park Outlay	Kriese	2nd Qtr 2009	Complete	
10	Roof/Skylights - Barkhausen	\$ 34,000	2009 Park Outlay Other	Kriese	1st Qtr 2010	Project Awarded - Scheduled Jan 2010 completion	
11	Suamico Boat Launch Renovation	\$ 53,000	2009 CO Boat Landing Outlay	Kriese	2nd Qtr 2009	Complete	
12	Marsh Overlook Access	\$ 10,000	2009 Park Trust Spec Rev	Kriese	4th Qtr 2009	Materials Delivered - 80% Constructed	
13	Grooming Snowmobile	\$ 8,400	2009 Ski Special Revenue	Kriese	1st Qtr 2009	Complete	
14	Restroom Fixture Replacement	\$ 5,041	2009 Park Bldg Repair	Ledvina	2nd Qtr 2009	Materials Delivered - 2010 Install	
15	Replace Pines Shelter Siding	\$ 22,000	2009 Park Bldg Repair	Rickaby	4th Qtr 2009	Complete	
16	Todd Tech Groomer - Barkhausen Ski Trails	\$ 8,200	2009 Ski Special Revenue	Rickaby	1st Qtr 2009	Complete	
17	Fox River Trail Pavement Expansion	\$ 113,560	2009 CO Rails to Trails Outlay Friends Group Donations/Grant	Hartman/Kriese	3rd Qtr 2009	Complete	
18	Fox River Trail Interpretive Signage	\$ 17,000	2009 CO Park Trust Outlay/2008 WI Coastal Mgt Donations	Hartman	2nd Qtr 2009	Complete	
19	Existing Dog Park Renovation	\$ 15,000	Donations	Hartman/Ledvina	4th Qtr 2009	Fencing Complete	
20	Design Services for TE Grant/FRT Pavement	\$ 18,000	2009 Rails to Trails Professional Services	Hartman	4th Qtr 2009	Complete	
		\$ 813,301					

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Completed in 2009

Inspected by  
**BOLDT TECHNICAL SERVICES**  
 2525 N. Roemer Road  
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Brown County Library System  
 Facility Condition Assessment  
 Central Branch, Green Bay

### SHORT TERM PLAN

PRIORITY SCALE	
1	High: 1 - 2 years
2	Moderate: 2 - 4 years
3	Low: 4 - 6 years

#### Overall Summary - General Recommendations on Building Conditions

Priority	Description of Item	Approx. Value	General Comments
<b>High Priority Items 1-2 years</b>			
1	HVAC: Duct & Coil Cleaning	\$70K - 100K +/-	Cleaning of HVAC duct systems & coils will dramatically improve overall efficiency. Years of dust and debris have accumulated on existing coils. See Appendix A: HVAC Assessment for further detail.
1	HVAC: Retro Commissioning	\$50K +/-	Retro commissioning of existing HVAC system to the original specifications. See Appendix A: HVAC Assessment for further detail.
1	HVAC: Humidifiers & AHU's	\$50K +/-	Replacement of unit humidifiers and re-insulation of air-handling units. See Appendix A: HVAC Assessment for further detail.
✓1	Electrical: Main Circuit Breaker	\$30K +/-	Main Circuit Breaker on switchgear should be replaced. This is a safety concern as it does not reset and will not protect against fault. See Appendix B: Electrical Assessment for further detail.
✓1	Electrical: Emergency Lighting	\$10K +/-	Install additional emergency lighting throughout facility. Bring emergency lighting up to minimum code levels. See Appendix B: Electrical Assessment for further detail.
✓1	Electrical: Exit Lighting	\$5K +/-	Add exit lighting in stairwells at exits to grade. This is a mandatory requirement that should be provided immediately. See Appendix B: Electrical Assessment for further detail.
✓1	Electrical: Panelboards	No Cost	Relocate large items (tables, boxes, etc...) in front of electrical panelboards. By code, a minimum of 30" clear must be maintained in front of all electrical panels. See Appendix B: Electrical Assessment for further detail.
1	Building: Skylights	\$60K +/-	Existing skylight system is poorly insulated and occasional water leakage occurs. Replace with modern system with better R-Values and proper weatherproofing. Budget includes removal of existing skylights and new frames and glazing.
1	Building: Windows	\$300K - 325K +/-	Original glazing system has poor insulation values resulting in low energy efficiency performance and high utility costs. Major factor in high levels heat loss through building envelope.
<b>\$525K - 630K Moderate Priority Items 2-4 years</b>			
2	HVAC Control Systems	\$30K +/-	Update of control systems and proper maintenance. See Appendix A: HVAC Assessment for further detail.
2	HVAC System - VAV Conversion	\$300K - 350K +/-	Conversion of existing constant volume system to variable air volume (VAV) system. See Appendix A: HVAC Assessment for further detail.
2	HVAC: 3rd Floor Condensing Unit	\$12K +/-	The unit is nearing the end of its life expectancy as identified by AHRAE standard. At some point, failure may occur. Should be replaced in near future.
2	Electrical: Elevator	Minimum of \$20k +/-	While it is difficult to pinpoint what the exact problem may be in the operation of the elevators, a few items may be contributing to the inconsistent operation of the elevator(s). See Appendix B: Electrical Assessment for further detail.
2	Electrical: Rooftop disconnect switch	\$1,000 +/-	Replace 30A disconnect switch on the condensing unit located on the roof.
2	Electrical: Data/Communications IDF	\$7,500 +/-	Relocate the data system IDF from it's existing location on the second floor to a secure location.
2	Electrical: Stack Area lighting	\$17,500 +/-	Provide modification to stack area lighting.

Evaluate when pre design complete. Co Facility will install

DONE

## SHORT TERM PLAN

PRIORITY SCALE	
1	High: 1 - 2 years
2	Moderate: 2 - 4 years
3	Low: 4 - 6 years

### Overall Summary - General Recommendations on Building Conditions

Priority	Description of Item	Approx. Value	General Comments
2	Electrical: Exterior lighting	\$7,500 +/-	Trim foliage to allow light from fixtures to illuminate grounds and provide level of security.
2	Electrical: Branch Breakers	\$9,500 +/-	Replace branch breakers used for lighting control. Recommend providing localized lighting control. See Appendix B: Electrical Assessment for further detail.
2	Electrical: Transfer Switch	\$20K +/-	Install additional transfer switch for non-emergency loads. Recommend adding transfer switch to separate emergency loads from back up power loads. See Appendix B: Electrical Assessment for further detail.
2	Building: Handicap Accessibility	\$75K - 100K +/-	Many Non-ADA compliant features exist throughout the facility, including: stairways, handrails, guardrails, door hardware, doorway clearances, etc.
2	Building: Uneven Concrete Slabs	\$25K +/-	Heaving concrete slabs create uneven walking / wheelchair paths and can be tripping hazards. Temporary fix is grinding edges down periodically. Permanent fix is to replace concrete w/ 2" rigid insulation beneath, to prevent heaving.
2	Building: Exterior Walls	\$175K +/-	Overall building envelope is poorly insulated, resulting in high energy costs. R-Values of exterior walls can be improved with added insulation, min. 2" rigid - currently less than 1" or none in some areas.
<p style="text-align: center;">\$700K - 775K  <b>Lower Priority Items</b>      <i>4-6 years</i></p>			
3	Electrical: Test Breakers	\$15K +/-	Due to age of breakers, each should be tested to confirm they will trip due to an overload or fault. This should be done every five years.
3	Electrical: Arc Fault Study	\$15K +/-	Provide an Arc Fault Study on all major pieces of electrical equipment. Provide documentation on each piece of equipment stating: Incident Energy, Clear Zone when working on equipment, and Appropriate PPE.
3	Building: Interior Finishes	\$75K - 100K +/-	Many areas of interior finishes & furniture (flooring, seating, desks, tables, etc.) are original and could use updating. In particular, the lower level auditorium could use a modern day makeover to update the 1971 vintage accessories.
3	Building: Acoustical Ceiling Tile	\$90K - 100K +/-	Original 12x12 spline ACT is present, containing asbestos. Access above the ceiling is difficult, and replacing the tile is often neglected. Replacement with modern 24x24 ACT is suggested.
3	Building: Book Drop	\$5K - 10K +/-	Book drop currently has water leaking issues as well as a potential security breach. Consideration should be given to address weatherproofing and security.
3	Building: Auditorium Seats	\$90K +/-	Replacement of original 1971 auditorium seats.

\$290K - \$330K

\$1,515,000 - \$1,735,000

# LIBRARY

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## Library Report December, 2009

### General

The library checked out **2,443,834** items in 2009. This is an all-time high!

The Library was notified that it would receive \$300,000 in Federal funds for repairs and renovation of the Central Library.

Library staff worked with Friends of the Library volunteers to distribute "Give-a-Kid-a-Book" books to low-income families at ShopKo Hall as part of the Salvation Army's holiday distribution. The librarians and volunteers helped parents choose books appropriate to the reading levels and interests of their children.

Clifford the Big Red Dog visited all libraries in early December to help promote the 20<sup>th</sup> annual Give-a-Kid-a-Book campaign sponsored by the Friends of the Library.

Santa Claus visited all locations for storytime.

An AED refresher course was presented by Paula Thyssen, R.N., at a staff development meeting.

The Library closed December 9 due to snow and road conditions.

### Central Library

The new Cisco voice over internet telephone system (VOIP) was installed on December 18. All staff was trained on including the call center in our reference department. Branch installation will take place in January and February, 2010.

### Ashwaubenon Branch:

Children's staff presented a live version of the classic Polar Express. The children thoroughly enjoyed "riding" the Polar Express and visiting with Santa.

### Denmark Branch:

Seven storytimes were presented to the Early Childhood groups.

An ornament making program was attended by 36 people who made ornaments for the library Christmas tree and one to take home.

Santa visited with 58 people.

**East Branch:**

Santa's visit brought 78 people to the library.

Clifford, the Big Red Dog's visit attracted 51 people. Six families brought books to donate to the Give-A-Kid-A-Book campaign.

**Kress Family Branch:**

Staff presented to parents about the importance of reading to infants and library programs for babies at Bellin's Parenting Class, Growing Together.

Donations were received for books on CD and other materials.

Christmas break programming for school age kids:

- Rhythm and Tunes with Taku
- Magic of Jim Lenz
- Pint Size players from Weyers-Hilliard
- Performers Workshop presented two evening holiday music and dance performances

Following the recommendation of the Energy Audit, the fluorescent tube lights were replaced with more energy efficient, longer lasting lamps. Volunteers from a high school engineering class completed the change of light bulbs as part of a school project.

**Pulaski Branch:**

The Pulaski Branch Library once again served as the host site for the community's Frosty Winter Carnival, sponsored by the local Chamber of Commerce, on Dec. 4th. Over 600 people came to the library to enjoy refreshments, carriage rides, and visits with Santa and Mrs. Claus. Participants also donated food items for the local food pantry.

**Southwest Branch:**

Staff joined REFORMA (A U.S association dedicated to promoting library services to the Spanish speaking) and hosted a conversation group in the community one at El Sarape, a local Mexican restaurant. Another program is scheduled for January at Mi Casa.

Initiated "Sit, Stay, Read!" a bi-monthly program for kids to read to a dog with regular volunteer, Sally Proctor.

**Weyers-Hilliard Branch:**

H. J. Martin donated 10 carpet squares (used in the store as samples) to the branch for children to sit on during storytimes.

The proceeds earned from the community recycling cans were presented to the library by M.J. Knox.

Two new benches for the large-print area and the reading nook for the children's area, funded by the Friends of the Library were received.

A new self-check station was installed.

**Wrightstown Branch:**

Santa's visit on December 16 was attended by 56 people.

